

14 AUG 1975

*Done*

Director of Personnel  
5E58 HQ

Acting Deputy Director  
For Administration

Attached is the response  
to Review Staff 75/2289,  
dated 11 August 1975, HSC  
staffer Roeder's 8 August  
letter requesting a list  
of management reports.



F. W. M. Janney  
Director of Personnel

Dist:

- 0 & 1 - Add
- 1 - D/Pers Subject File
- 1 - D/Pers Chrono
- 1 - DD/Pers/SP
- 1 - DD/Pers/P&C
- 1 - DD/Pers/R&P
- ~~1 - C/SAS~~

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14 August 1975

Plans and Control

(Distribution to D/Pers and DD/A  
unless otherwise noted)

Three Year Cyclical

Position Management Survey Reports

Annual

Annual Personnel Plan (DCI)

Personnel Development Program (DCI)

Report to PFIAB

Estimate of Retirements

Planning Projections of Manpower Trends in Coming Fiscal Year

DDA Records Management Report of Information Holdings

Program Call

Annual Report

Year-end Projection Reports (monthly for about last 5 months)

Semi-Annual

Report on Language Capabilities (Career Services)

Status of Implementation of New Personnel Policies

Bi-Monthly

Management by Objectives

Office of Personnel EEO and APP Status Report

Monthly

Personnel Trends

Details In and Out of the Agency

Weekly

Weekly Report of Activities

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Ad Hoc

Individual Management Survey Studies - i.e. Upward Mobility, Secretarial, Centralized Courier

Federal and Private Sector Pay Levels for Nurses Positions

Reports Concerning the Qualifications of Employees

Reports Concerning the Status of Employees

Papers Generating Recommendations for Management Action in Various Personnel Related Matters

Employee Bulletin - Progress and New Directions in Personnel Management

Responses to Investigative and Select Committees

Regulatory Revisions (Reflect Management Decisions - OPMS, OPNS, HHBs, [ ] et al)

Review and Interpretation of Regulations and Regulatory Authorities

Responses to CSC, OMB, memos and letters

Review, Publication and Application of New Legislation - i.e. P.L. 93-181 (Leave Restoration) FLSA

Reviewed Draft OP Notices with Respect to Personnel Management

Development and Application of Retirement Estimator

Modeling of Manpower Flows for Selected Components

Responses to Questions from House Appropriations Committee

Age and Grade Trends

Studies in Response to OMB

Guidances on Personnel Policies

Data on the Age Distribution and Educational Levels of CIA Employees

Estimate by Directorate of Lump Sum Annual Leave Payments

Review and Evaluation of Employee Suggestions (Awards Board)

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Computer Produced Reports

|     |   |
|-----|---|
| 1   | Monitor List for Report Distribution                  |
| 100 | Gains and Losses by Office                            |
| 101 | Separations List of Agency Staff Personnel            |
| 102 | Accessions Lists of Agency Personnel                  |
| 103 | Preliminary Strength Report                           |
| 105 | Alphabetical Listing of Staff Personnel               |
| 106 | Listing of Staff Personnel by Office                  |
| 107 | Date of Grade Roster by Career Service                |
| 109 | Supergrade List by Office                             |
| 110 | Promotion Tabulation by Grade                         |
| 112 | Roster of Employees Who Were Granted QSI's            |
| 113 | Grade Distribution of Staff Personnel by Office       |
| 114 | Tabulation of Overseas Personnel by Station           |
| 115 | Name Change Roster                                    |
| 120 | Military Detail Listing                               |
| 121 | Roster of Employees on Leave Without Pay              |
| 122 | Date of Grade List by Office                          |
| 133 | Overseas Master Listing                               |
| 138 | PSI Notification Forms and Listing                    |
| 139 | Roster of Staff Personnel with Prior Military Service |
| 151 | Roster of Applicants in Process                       |
| 153 | Tabulation of Applicant Cancellations                 |
| 154 | Roster of Applicants in Process by Office             |
| 155 | Roster of Applicants Who Cancelled by Office          |

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|-----|--|
| 156 | Tabulation of Applicant Activity by Grade and Office   |
| 157 | Roster of Applicant Activity by Recruitment Source     |
| 160 | Qualifications Register of Staff Personnel             |
| 161 | Language Register                                      |
| 162 | Tabulation of Female Staff Employees by Grade          |
| 171 | Listing of Staff Agents                                |
| 172 | Gain and Loss Activity Listing by Career Service       |
| 173 | Listing of Employees Due a Service Award               |
| 174 | Tabulation by Sex and Veteran's Preference             |
| 175 | Age and Grade Distribution of Staff Personnel          |
| 176 | Promotions List by Career Service                      |
| 177 | Listing of Employees Who will Retire within Five Years |
| 180 | Career Training Program Report                         |
| 184 | Fitness Report Ratings Tabulation                      |
| 185 | Roster of Staff Personnel by Occupational Code         |
| 188 | Tabulation of Gains and Losses by Career Service       |
| 200 | CIA Retirement and Disability System Roster            |
| 211 | Occupational Code Master List                          |
| 212 | Tabulation of Accessions, Separations and Promotions   |
| 214 | Station Code Listings                                  |
| 215 | Security Reinvestigation Cards                         |
| 219 | Retirement Projections by Career Service               |
| 222 | Employees in a Not-to-Exceed Category                  |
| 227 | Personal Characteristics of Staff Personnel            |
| 230 | SD - D, Careerists by Medical Code                     |
| 231 | Alphabetical Roster of SD - D Personnel by Grade       |

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|-------|--|
| 236   | Qualification Source Register  |
| 238   | Separations Tabulation by Office   |
| 239   | Subcategory Changes  |
| 241   | Reassignments In and Out by Occupational Code                                      |
| 242   | Promotions by Occupational Title and Grade   |
| 243   | Cards of Staff Personnel Who are Granted Legislative Pay Increases                 |
| 244   | Medical Call-up List of GS-15 and Above Staff Personnel                            |
| 248   | Qualification Register by College Attended   |
| 249   | Minority Study   |
| 250   | Agency Staff Personnel with Their Service Dates                                    |
| 252   | Honor and Merit Program Register   |
| 254   | Non-GS Personnel by Schedule and Grade   |
| 257   | Roster of Employees Due a Federal Service Award                                    |
| 259   | Employees with National Security Classification Authority                          |
| 261   | Grade Distribution of Staff Personnel by Career Service and Subcategory            |
| 262   | Separations of Staff Personnel by Reason and Grade                                 |
| P-592 | Staff and Contract Personnel Minority Study  |
| L-001 | Central Emergency and Locator Report   |
| S-100 | Staffing Complement by Office  |
| S-102 | Staffing Complement - Positions Only   |
| S-104 | Organizational Code Listing  |
| S-106 | Roster of Agency Personnel Who are Mismatched with Their Position's Career Service |
| S-112 | Tabulation of Agency Positions and Personnel by Grade                              |
| S-114 | Position Tabulation by Grade   |

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|-------|---|
| S-116 | Tabulation of Agency Personnel and Positions by Subcategory and Grade             |
| S-118 | Tabulation of Agency Positions and Personnel by Subcategory and Office            |
| S-120 | Tabulation of Positions and Personnel within Office of Communications by Division |
| S-130 | Tabulation of Positions and Personnel by Division and Type of Employee            |
| S-134 | Date of Grade Roster by Career Service of All Agency Personnel                    |

Periodic Statistical Reports (Prepared Manually from Computer Reports)

|     |   |
|-----|---|
| 002 | Monthly on Duty Strength Comparisons by Directorate |
| 005 | D Career Service Grade Distribution                 |
| 006 | D Career Service Gains and Losses                   |
| 007 | Career Service Grade Authorization                  |
| 013 | Combined Status Report by Subcategory               |
| 014 | Roster of Re-employed Staff Personnel               |
| 015 | Weekly Staff Personnel Strength Report              |
| 016 | DDO Over/Under Ceiling Report                       |
| 018 | Combined Agency Personnel Under Ceiling             |
| 019 | Employees on Extended Sick Leave                    |
| 021 | Fitness Report Ratings by SD                        |
| 022 | Annual Minority Study                               |
| 023 | Monthly Female and Minority Study                   |
| 026 | Monthly Gains and Losses Tabulation                 |
| 028 | Placement Progress Charts                           |
| 029 | Tabulation of Quality Step Increases Granted        |
| 032 | List of Recruiters and Their Codes                  |
| 033 | Tabulation of Non-D Personnel in the DDO            |

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| 035 | Supergrade Changes                          |
| 037 | Management Assignments                      |
| 039 | Monthly Separations by Reason and Grade     |
| 042 | Women on Duty at the GS-12 and Above Levels |
| 043 | Security Cancellations and EOD's            |
| 046 | Daily Strength Report                       |
| 049 | Average Grade by SD Tabulation              |
| 051 | Age and Grade Distribution by SD            |
| 052 | FY Cumulative Promotions by Career Service  |
| 054 | D/Pers Almanac                              |
| 055 | Language Incentive Awards Report            |
| 056 | Combined Staff and Contract Status Report   |